

MADERA COUNTY

ACCOUNTING TECHNICIAN I

DEFINITION

Under general supervision, to perform a variety of technical and clerical accounting duties involved in participating in the preparation, review, and maintenance of financial transactions, records, and reports including statistical record keeping assignments pertaining to assigned operations and functions; to provide technical and clerical staff assistance to the assigned department and County staff; to provide general information and assistance regarding inquiries concerning an assigned work area; and to do related work as required.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level clerical and technical accounting staff.

DISTINGUISHING CHARACTERISTICS

This is the first level in the Accounting Technician class series. Incumbents perform a variety of technical and clerical accounting duties involved in the preparation, review, and maintenance of financial transactions, records, and reports. Job assignments may vary depending on the department where assigned. Responsibilities usually include providing technical and clerical staff assistance to the assigned department and County staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Receives, sorts, and organizes a variety of financial documents including bills, invoices, and payments; reviews documents received for accuracy and completeness; maintains, balances, and reconciles a variety of ledgers, reports, journal entries, and fiscal records and statements; prepares, posts, adjusts, balances, and reconciles transactions to various ledgers, registers, and logs according to established accounting techniques and procedures; examines and corrects accounting transactions to ensure accuracy; gathers, sorts, assembles, posts, tabulates, processes, balances, checks, and files financial and statistical data used in the preparation of records and reports; maintains financial records and processes documents involved in financial transactions; inputs data into the computer system; assists in generating financial and statistical reports; maintains complete files and records related to assigned functions; participates in the maintenance of various computer files and records; inputs and retrieves a variety of fiscal and statistical information using a computer terminal; verifies reports generated by computer; researches background information; compiles and prepares a variety of statistical and financial reports; assists staff by providing fiscal information, explaining procedures, and answering questions; provides technical information regarding applicable procedures and methods to other staff; performs a variety of general clerical duties including answering phones, typing, maintaining files and records, processing and distributing mail, and ordering, maintaining, and distributing supplies; operates modern office equipment including calculators, adding machines, word processors, and computer hardware and software.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, principles, practices, and terminology of financial and statistical record keeping.
Policies, practices, and procedures, of the office where assigned.
Modern office practices, methods and computer equipment.

Skill to:

Operate modern office equipment including computer equipment.
Type and enter data at a speed necessary for successful job performance.

Ability to:

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Perform a variety of difficult and complex financial and statistical record keeping assignments.
Maintain journals, ledgers, and complex accounting records.
Prepare financial and statistical reports and statements.
Follow oral and written directions.
Perform accurate mathematical computations.
Deal tactfully and courteously with the public and other staff when explaining the functions and policies of work area where assigned.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of responsible clerical accounting and bookkeeping experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in accounting or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995